

**INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT**

**ENTERED INTO BY AND BETWEEN:**

**MSUNDUZI MUNICIPALITY**

**Herein represented by:**

**Mr. Lulamile Hughton Mapholoba**

In her capacity as: **Municipal Manager**

**AND**

**Mr. Wilson Mhlongo**

As the DMM: **Acting Community Services**

**PERIOD OF AGREEMENT: 1 July 2023 to 30 June 2024**

Following completion of this form, it must be forwarded to the Section:  
Human Resource Management.

Signatures: Employee: ..... Date: ..... Supervisor: ..... Date: .....

*[Handwritten signatures and dates]*  
Employee signature: *[Signature]* Date: *20/07/23*  
Supervisor signature: *[Signature]* Date: *26/07/23*



## IT IS AGREED AS FOLLOWS:

### 1. PURPOSE

- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.
- 1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this plan, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

### 2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2023 to 30 June 2024**
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

### 3. JOB DETAILS

<b>Employee Number</b>	:	<b>2210560</b>
<b>Management level</b>	:	<b>Level 2</b>
<b>Component</b>	:	<b>Community Services</b>
<b>Unit</b>	:	<b>Community Services</b>
<b>Location</b>	:	<b>333 Church Street, AS Chetty Building</b>
<b>Occupational classification</b>	:	<b>Senior Management (Section 56)</b>
<b>Designation</b>	:	<b>Deputy Municipal Manager: Community Services</b>



#### 4 JOB PURPOSE

The purpose of the Deputy Municipal Manager: Community Services' job should be in line with the Municipality's priorities as identified in the 2023 – 2024 Service Delivery Budget and Implementation Plan. The purpose of the Deputy Municipal Manager: Community Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Community Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

#### Overall accountability of the jobholder:

The jobholder is the Deputy Municipal Manager: Community Services and has the responsibility for Municipal Community Services. The incumbent will provide continuous Management and other relevant information to the Municipal Manager in the Municipality's delivery of services.

#### 5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ Health and Social Services: Environmental Health and HIV/AIDS
- ⇒ Risk Management: Traffic and Security, Fire Fighting Services
- ⇒ Development Services: The Art Gallery, Libraries, Parks and Recreation, Waste Management
- ⇒ Area Based Management

#### 6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

The Jobholder shall report to the Supervisor on all parts of this plan. He/She shall:

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance plan undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original plan is minimised.
- ⇒ Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- ⇒ Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance plan measures.



In turn the supervisor shall:

- ⇒ Meet to provide feedback on performance and to identify areas for development at least four times a year.
- ⇒ Create an enabling environment to facilitate effective performance by the Jobholder.
- ⇒ Facilitate access to skills development and capacity building opportunities.
- ⇒ Work collaboratively to solve problems and generate solutions to common problems within the municipality that may be impacting on the performance of the Jobholder.

## 7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK

Performance will be assessed according to the information contained in the Workplan.

- 7.1 The Key Performance Areas (KPA)s and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPAs within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPAs are outlined in the attached work plan. KPAs should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

***NB: KPAs should preferably not exceed five (5).***

Key Performance Areas (KPA)s	Weight
1. WORKPLAN 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	30%
2. WORKPLAN 2: BASIC SERVICE DELIVERY	30%
3. WORKPLAN 3: FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	20%
4. WORKPLAN 4: GOOD GOVERNANCE & PUBLIC PARTICIPATION	10%
5. WORKPLAN 5: CROSS CUTTING (LED)	10%
<b>TOTAL</b>	<b>100%</b>

**NOTE: WEIGHTING OF KPAs MUST TOTAL 100%**





7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached WORKPLAN as well as the CMCs marked here-under. At least **five (5)** CMCs, inclusive of any that may become prescribed from time to time, should be selected from the lists that are deemed to be critical for the Employee's specific job.

7.4

<b>Core Managerial Competencies</b>		<b>Weight</b>
1	Strategic Direction and Leadership	20%
2	People Management	10%
3	Programme and Project Management	10%
4	Financial Management	10%
5	Change Leadership	10%
6	Governance Leadership	5%
7	Moral Competency	5%
8	Customer focus & Orientation	5%
9	Knowledge & Information Management	5%
10	Communication	5%
11	Result & Quality focus	5%
12	Planning & Organizing	5%
13	Analysis & Innovation	5%
<b>Total</b>		<b>100%</b>

\*

#### **Compulsory**

**NOTE: WEIGHTING OF CMCs MUST TOTAL 100%**

**KPAs shall contribute 80% and CMCs 20% of the final assessment score.**



**8. PERFORMANCE ASSESSMENT**

The assessment of an Employee shall be based on his performance in relation to the KPAs and CMCs and performance indicators, as set out in this PERFORMANCE PLAN and attached WORKPLAN. The performance of the employee in respect of all individual KPAs and all individual

KPAs and CMCs will be assessed using a 5-point rating scale, i.e.:

- ⇒ 5 = OUTSTANDING PERFORMANCE
- ⇒ 4 = PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS
- ⇒ 3 = FULLY EFFECTIVE
- ⇒ 2 = PERFORMANCE NOT FULLY EFFECTIVE
- ⇒ 1 = UNACCEPTABLE PERFORMANCE

The total KPAs and the total CMCs scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the above 5-point assessment scale.

**Employees: KPAs shall contribute 80% and CMCs 20% of the final assessment**

**9. FEEDBACK**

Performance feedback shall be in writing on the Second Quarter Review Form and Annual Review Form, based on the Employer’s assessment of the Employee’s performance in relation to the KPAs and GAFs and standards outlined in this performance plan and taking into account the Employee’s self-assessment.

**10. DEVELOPMENTAL REQUIREMENTS**

10.1 The Supervisor and the Jobholder agree that the Jobholder’s key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

**11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT**

ANNUAL PERFORMANCE ASSESSMENT 2022/2023	AUGUST/SEPTEMBER 2023
QUARTER 1 – 2023/2024 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2023
QUARTER 2 – 2023/2024 FINANCIAL YEAR	FEBRUARY 2024
QUARTER 3 – 2023/2024 FINANCIAL YEAR (ORAL)	APRIL/MAY 2024

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1<sup>st</sup> and 3<sup>rd</sup> Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.



**12. DISPUTE RESOLUTIONS**

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by:
- ⇒ If this mediation fails, the internal grievance rules will apply.

**13. AMENDMENT OF AGREEMENT**

Amendments to the agreement shall be in writing and can only be effected after discussion and agreement by both parties.

14. The following are annexures of this individual annual performance agreement for the 2023/24 financial year:

- ANNEXURE A: CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS**
- ANNEXURE B: FINANCIAL DECLARATION FORM**
- ANNEXURE C: PERSONAL DEVELOPMENT PLAN**
- ANNEXURE D: INDIVIDUAL WORKPLAN**

**15. SIGNATURES OF PARTIES TO THE AGREEMENT**

The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: Wilson Mkhoye

Signature: [Signature] Date: \_\_\_\_\_

AND

Name of Supervisor: Lulami M. Maphahle

Signature: [Signature] Date: 27/07/2023



ANNEXURE A

# MSUNDUZI MUNICIPALITY

## CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

### SCHEDULE 2

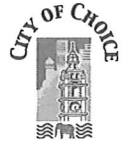


Signatures: Employee: .....

Date: .....

Supervisor: .....

Date: .....



## SCHEDULE 2

### CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

#### 1. Definitions

In this Schedule “**partner**” means a person who permanently lives with another person in a manner as if married.

#### 2. General conduct

A staff member of a municipality must at all times—

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner; (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

#### 3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality’s integrated development plan, and as far as possible within the ambit of the staff member’s job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member’s individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

#### 4. Personal gain

(1) A staff member of a municipality may not—

- (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or



(b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—

- (a) be a party to a contract for—
  - (i) the provision of goods or services to the municipality; or
  - (ii) the performance of any work for the municipality otherwise than as a staff member; (b) obtain a financial interest in any business of the municipality; or
- (c) be engaged in any business, trade or profession other than the work of the municipality.

#### **5. Disclosure of benefits**

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

(2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

#### **6. Unauthorised disclosure of information**

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

(2) For the purpose of this item "privileged or confidential information" includes any information—

- (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
- (b) discussed in closed session by the council or a committee of the council; (c) disclosure of which would violate a person's right to privacy; or
- (d) declared to be privileged, confidential or secret in terms of any law.

(3) This item does not derogate from a person's right of access to information in terms of national legislation.

#### **7. Undue influence**

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion,



privilege, advantage or benefit, or for a family member, friend or associate;

(b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or

(c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

#### **8. Rewards, gifts and favours**

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
- (b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or
- (d) doing or not doing anything within that staff member's powers or duties.

(2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of sub item (1).

#### **9. Council property**

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

#### **10. Payment of arrears**

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

#### **11. Participation in elections**

A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

#### **12. Sexual harassment**

A staff member of a municipality may not embark on any action amounting to sexual harassment.

#### **13. Reporting duty of staff members**

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.



#### **14. Breaches of Code**

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

##### **14A. Disciplinary steps**

(1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.

(2) Such other disciplinary steps may include—

- (a) suspension without pay for no longer than three months; (b) demotion;
- (c) transfer to another post;
- (d) reduction in salary, allowances or other benefits; or
- (e) an appropriate fine.





ANNEXURE B

# MSUNDUZI MUNICIPALITY

## FINANCIAL DISCLOSURE FORM



Signatures: Employee: ..... Date: 20/07/23 Supervisor: ..... Date: 26/07/2023



**FINANCIAL DISCLOSURE  
FORM**

I, the undersigned (surname and initials) Nhlango S.W. of \_\_\_\_\_

\_\_\_\_\_ (Postal address) and

\_\_\_\_\_ (Residential/address)

employed as \_\_\_\_\_ at the \_\_\_\_\_

Municipality hereby certify that the following information is complete and correct to the best of my knowledge:

**1. Shares and other financial interests** (Not bank accounts with financial institutions)

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
N/A			

**2. Directorships and Partnerships**

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
N/A		

**3. Remunerated work outside the Municipality** (As sanctioned by Council)

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
N/A		



Council sanction confirmed:

Signature of City Manager: \_\_\_\_\_

Date: 26/07/23

**4. Consultancies and retainer-ships**

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
	N/A		

**5. Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
	N/A	

**6. Gifts and hospitality from a source other than a family member**

See information sheet: Note (6)

Description	Value	Source
	N/A	

**7. Land and property**

See information sheet: Note (7)

Description	Extent	Area	Value
	N/A		



SIGNATURE OF EMPLOYEE: \_\_\_\_\_

DATE: 20/07/2023.

PLACE: P.M.B.

**OATH/AFFIRMATION**

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer Yes

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer No

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer Yes

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

[Signature] 20/07/2023

**Commissioner Of Oath (Ex Officio)**  
PR Councillor. Msunduzi Municipality  
City Hall, Chief Albert Luthuli Street,  
Pietermaritzburg

**Commissioner of Oath /Justice of the Peace**

Full first names and surname: CARL M M MBANJWA (Block letters)

Designation (rank): WARD COUNCILLOR Ex Officio Republic of South Africa

Street address of institution: GOLF GROUND FLOOR CITY HALL

SPEAKER'S OFFICE PMB

Date: 20/07/2023

Place: PMB CITY HALL

CONTENTS NOTED: MAYOR

DATE: 20/07/2023



## INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial

Disclosure form (Annexure A):

### NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

### NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

### NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council)

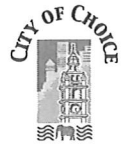
Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

### NOTE 4: Consultancies and retainer-ships

Designated employees are required to disclose the following details with regard to



consultancies and retainer-ships:

- The nature of the consultancy or retainer-ship of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainer-ships.

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12-month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.



**ANNEXURE C**

**PERSONAL DEVELOPMENT PLAN**

**ENTERED INTO BY AND BETWEEN:**

**MSUNDUZI MUNICIPALITY**

**Herein represented by:**

***Lulamile Hughton Mapholoba (Full Name)***

In his/her capacity as: ***Municipal Manager (Supervisor)***

**AND**

***Wilson Mhlongo (Full Name)***

**As the DMM: *Acting Community Service (Jobholder)***

**PERIOD OF AGREEMENT: 1 July 2023 to 30 June 2024**

Following completion of this form, it must be forwarded to the Section:  
Human Resource Development.

Signatures: Employee: ..... Date: *26/07/23* Supervisor: ..... Date: *26/07/2023*



<b>MUNICIPALITY:</b>	<b>MSUNDUZI MUNICIPALITY</b>
<b>NAME:</b>	<b>MR WILSON MHLONGO</b>
<b>JOB TITLE:</b>	<b>DEPUTY MUNICIPAL MANAGER COMMUNITY SERVICE</b>
<b>SUPERVISOR</b>	<b>MUNICIPAL MANAGER</b>
<b>UNIT</b>	<b>COMMUNITY SERVICES</b>
<b>COMPONENT:</b>	<b>COMMUNITY SERVICES</b>

**PURPOSE:** To enable the Supervisor and the employee to identify skills development requirements and as a result agree on the steps taken to address those developmental gaps

1. What are the competencies required for this job (refer to competency profile of job description)?

*-NQF-7. ; N.F.M.P.*

2. What competencies from the above list, does the job holder already possess?

*-all. NQF level seven degrees.*

*- N.F.M.P. is still in progress. /Registered for.*

3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)

*-NQF8.*

4. Actions/Training interventions to address the gaps/needs

*- Register for Masters NQF8*





5. Indicate the competencies required for future career progression/development

→ ONPF level 8

6. Actions/Training interventions to address future progression

→ Development Courses on Management / Public Service

7. Comments/Remarks of the Incumbent

N/A.

8. Comments/Remarks of the supervisor

**IMPACT ASSESSMENT**

Impact of Development on work (After 3 – 6 Months)	
Employee	Supervisor/Manager



**AGREED UPON:**

Signature: \_\_\_\_\_  
Supervisor: R. A. Maphahle  
Date: 26/07/2023

Signature: \_\_\_\_\_  
Incumbent: Dillon Mhlongo  
Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_



ANNEXURE D

**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**



**EMPLOYEE NUMBER**  
**SURNAME & INITIALS: W. MHLONGO**  
**DESIGNATION: DEPUTY MUNICIPAL MANAGER**  
**COMPONENT: COMMUNITY SERVICES**  
**UNIT: COMMUNITY SERVICES**  
**MANAGEMENT LEVEL: LEVEL 3**  
**OCCUPATIONAL CLASSIFICATION:**  
**LOCATION: 333 CHURCH STREET AS CHETTY BUILDING**

This performance workplan has been agreed between the parties hereunder and shall be revised and assessed during the 1st Quarter, 2nd Quarter, 3rd Quarter and Annual Quarter

**Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)**

**EMPLOYEE:** Wilson Mhlongo

**DATE:** \_\_\_\_\_

**SUPERVISOR:** [Signature]

**DATE:** 26/07/2023

Signatures: Employee: [Signature] Date: 26/07/2023 Supervisor: [Signature] Date: 26/07/2023

INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	MEASURABLE OBJECTIVES	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	14 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MT 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Filling of posts	Critical Posts Filled	50 % of Critical Posts Filled Community Services unit by the 30th of June 2023	75 % of Critical Posts Filled Budget for Community Services by the 30th of June 2024	Percentage	N/A	40% of Critical Posts Filled by Community Services unit as identified by the 31st of December 2023 (Number of posts filled vs Advertised)	80% of 1 Posts Filled for Community Services unit as identified by the 31st of March 2024 (Number of posts filled vs Advertised)	100 % of Critical Posts Filled Community Services unit as identified by the 30th of June 2024
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MT 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SDBIP & OP	N/A	Submission towards the Development of the Municipal SDBIP 24/25 FY as per stipulated timeframes by the 15th of June 2024	Date Submission towards the Development of the Municipal SDBIP 24/25 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SDBIP 24/25 FY as per stipulated timeframes by the OPM unit completed by the 15th of June 2024
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MT 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 21/22 FY	N/A	Submission towards the Development of the Municipal Annual Performance Report 22/23 FY as per stipulated timeframes by the OPM unit completed by the 31st of July 2023	Date Submission towards Development of the Municipal Annual Performance Report 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MT 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Report 22/23 FY	Submission towards the Development of the Municipal Annual Report 21/22 FY	Submission towards the Development of the Municipal Annual Report 22/23 FY as per stipulated timeframes by the OPM unit completed by the 15th of January 2024	Submission towards Development of the Municipal Annual Report 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission towards the Municipal Annual Report 22/23 FY as per stipulated timeframes by the OPM unit completed by the 15th of January 2024	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MT 05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Performance Agreement 23/24 FY	Signed Performance Agreement 22/23 in place	Submission of a signed performance-agreement for the 23/24 FY as per stipulated timeframes by the OPM unit completed by the 10th of August 2023	Date Submission of a signed performance agreement for the 23/24 FY as per stipulated timeframes by the OC, P & KM unit	N/A	N/A	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MT 06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Mid-year Revised Performance Agreement 23/24 FY	Signed Mid-year Revised Performance Agreement 22/23 FY	Submission of a signed mid-year revised performance agreement for the 23/24 FY as per stipulated timeframes by the OPM unit completed by the 28th of February 2024	Date Submission of a signed mid-year revised performance agreement for the 23/24 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission of a signed mid-year revised performance agreement for the 23/24 FY as per stipulated timeframes by the OPM unit completed by the 28th of February 2024	N/A

Signature:  Employee: ..... Date: 22/01/23  
 Signature:  Supervisor: ..... Date: 22/01/23  
 Date: 22/01/23 Misunduzi Municipality 2023/2024

NAME: MR WILSON MHLONGO NKPA 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT		MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER (A) WEIGHT (%): 30%	
A A1	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting
A A3	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Individual Performance
A A3	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments
A A1	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings
A A1	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - POE submissions
A A1	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - Queries resolved
A A1	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings

POE submission for Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 30th of June 2024

Cascading of Performance

Performance Assessments

Response to AG queries

Response to AG queries

Response to AG queries

Response to IA queries

N/A

NIL

NIL

N/A

N/A

N/A

N/A

12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 30th of June 2024

Cascading of individual Performance to next level of organogram within my span of control 23/24 FY by the 30th of June 2024

Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY by the 30th of June 2024

100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2024

100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool

100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2024

100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool

100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024

12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 31st of March 2024

Cascading of individual Performance to next level of organogram within my span of control 23/24 FY by the 31st of March 2024

Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY by the 31st of March 2024

100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2024

100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2024

100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2024

100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2024

6 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 31st of December 2023

Cascading of individual Performance to next level of organogram within my span of control 23/24 FY by the 31st of December 2023

Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY by the 31st of December 2023

100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2023

100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2023

100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2023

100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2023

3 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes by the 30th of September 2023

Cascading of individual Performance to next level of organogram within my span of control 23/24 FY by the 30th of September 2023

Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY by the 30th of September 2023

100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2023

100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2023

100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2023

100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2023

Number of Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategy & City Development unit for monitoring purposes

Date of Cascading of individual Performance to next level of organogram within my span of control 23/24 FY

Number of Quarterly Performance Assessments conducted as per the approved PMS Framework 23/24 FY

% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool

% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool

% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool

% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool

Signature:  Date: 23/07/2023  
 Signature:  Date: 23/07/2023  
 Supervisor:  MSUNDUZI Municipality 2023/2024

Code	Activity	MT	Category	Internal Audit findings - POE submissions	Response to IA queries	N/A	% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024	% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2023	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2023	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2024	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024
A A1	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	MT 14	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - POE submissions	Response to IA queries	N/A	% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024	% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2023	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2023	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2024	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024
A A1	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	MT 15	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - Queries resolved	Response to IA queries	N/A	% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024	% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2023	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2023	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2024	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2024
A A2	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	MT 16	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Services Charter	N/A	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2024	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2024	% Implementation of the Customer Services Charter as per the business units implementation plan	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of September 2023	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of December 2023	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 31st of March 2024	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2024
A A3	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	MT 17	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to Internal Audit	Ad hoc	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to Internal Audit for Audit purposes by the 10th of August 2023	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to Internal Audit for Audit purposes by the 10th of August 2023	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to Internal Audit for Audit purposes	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to Internal Audit for Audit purposes by the 10th of August 2023	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to Internal Audit for Audit purposes by the 10th of August 2023	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to Internal Audit for Audit purposes by the 10th of August 2023	N/A
A A3	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	MT 18	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to the AG	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 22/23 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	N/A
A A1	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	MT 19	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Implementation of the MEC Letter for IDP	N/A	100% Implementation of the recommendations addressed in the MEC Letter for the 24/25 FY IDP Review by the 30th of June 2024	100% Implementation of the recommendations addressed in the MEC Letter for the 24/25 FY IDP Review by the 30th of June 2024	% Implementation of the recommendations addressed in the MEC Letter for IDP	N/A	N/A	N/A	100% Implementation of the recommendations addressed in the MEC Letter for the 24/25 FY IDP Review by the 30th of June 2024
A A1	1 - BUILDING A CAPABLE & DEVELOPMENT TAL MUNICIPALITY	MT 20	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning	Material irregularities	N/A	100% Departmental Material Irregularities for the Community Services business unit finalized by the 30th of June 2024	100% Departmental Material Irregularities for the Community Services business unit finalized by the 30th of June 2024	% Departmental Material Irregularities finalized	N/A	N/A	N/A	100% Departmental Material Irregularities for the Community Services business unit finalized by the 30th of June 2024

Signature:  Employee: Mr. Wilson Mhlongo Date: 20/07/2023  
 Signature:  Supervisor:  Date: 20/07/2023  
 NKPA 1: Municipal Transformation & Organizational Development

NAME: MR WILSON MHLONGO  
 NKPA 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT  
 MSUNDUZI MUNICIPALITY  
 DESIGNATION: DEPUTY MUNICIPAL MANAGER (A)  
 WEIGHT (%): 30%

Code	Activity	Project	Functional and Compliance	Municipal Entities	N/A	100% Functionality of all municipal entities (compliance with legislative requirements and service standards) by the 30th of June 2024	100% Functionality of all municipal entities (compliance with legislative requirements and service standards) by the 31st of December 2023	100% Functionality of all municipal entities (compliance with legislative requirements and service standards) by the 31st of March 2024	100% Functionality of all municipal entities (compliance with legislative requirements and service standards) by the 30th of June 2024
A A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Functional and Compliance	Municipal Entities	N/A	100% Functionality of all municipal entities (compliance with legislative requirements and service standards) by the 30th of June 2024	100% Functionality of all municipal entities (compliance with legislative requirements and service standards) by the 31st of December 2023	100% Functionality of all municipal entities (compliance with legislative requirements and service standards) by the 31st of March 2024	100% Functionality of all municipal entities (compliance with legislative requirements and service standards) by the 30th of June 2024
A A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Animal Pound	N/A	Preparation & submission of an implementation plan to Council on the Animal Pound completed by the 31st of December 2023.	Preparation & submission of an implementation plan to Council on the Animal Pound completed by the 31st of December 2023.	Preparation & submission of an implementation plan to Council on the Animal Pound completed by the 31st of December 2023.	N/A

Signatures: Employee:  Date: 24/11/2023  
 Supervisor:  Date: 20/11/2023  
 Msunduzi Municipality 2023/2024



INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	MEASURABLE OBJECTIVES	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	B1	2 - BACK TO BASICS	CS 01	NKPA 2-BASIC SERVICE DELIVERY	Household waste collection	Waste Management	137 000 households with access to weekly Refuse Removal by 30 June 2024	137 000 households with access to weekly Refuse Removal by the 30th of June 2024	Number	137 000 households with access to refuse removal by the 30th September 2023	137 000 households with access to refuse removal by the 31st of December 2023	137 000 households with access to refuse removal by the 31st March 2024	137 000 households with access to refuse removal by 30th of June 2024
B	B1	2 - BACK TO BASICS	CS 02	NKPA 2-BASIC SERVICE DELIVERY	A. CBD clean up to raise awareness education and enforcement	education campaigns	12 x CBD Clean up Campaign by the 30 June 2024	12 x CBD Clean up Campaign by the 30th of June 2024	Number	3 x CBD Clean up Campaign by 30th of September 2023	6 x CBD Clean up Campaign by the 31st December 2023	9 x CBD Clean up Campaigns by the 31st March 2024	12 x CBD Clean up Campaign by the 30th of June 2024
B	B1	2 - BACK TO BASICS	CS 03	NKPA 2-BASIC SERVICE DELIVERY	reduce litter on streets	install street litter bins	30 % Implementation of the CBD cleanup strategy (750 bins bought as part of the CBD clean up Strategy) 2024 by 30 June 2024	30 % Implementation of the CBD cleanup strategy ( buying 750 bins) by the 30th of June 2024	Percentage	Develop CBD Clean up strategy for submission to Top Management Committee by the 30th September 2023	Develop CBD Clean up strategy for submission to Top Management Committee by the 31st December 2023	10 % implementation of the CBD cleanup strategy ( buying 375 bins) by the 31st March 2024	30 % implementation of the CBD cleanup strategy ( buying 750 bins) by the 30th of June 2024
B	B1	2 - BACK TO BASICS	CS 05	NKPA 2-BASIC SERVICE DELIVERY	Waste Management Enforcement	Waste Management Enforcement	Number of compliance notices and summons issued for contravention of Waste Management bylaw contraventions	100% compliance notices and summons issued for contravention of Waste Management bylaw contraventions by 30th of June 2024	Percentage	100% compliance notices and summons issued for contravention of Waste Management bylaw contraventions by the 30th of September 2023	100% compliance notices and summons issued for contravention of Waste Management bylaw contraventions by 31st of December 2023	100% compliance notices and summons issued for contravention of Waste Management bylaw contraventions by the 31st March 2024	100% compliance notices and summons issued for contravention of Waste Management bylaw contraventions of June 2024
B	B1	2 - BACK TO BASICS	CS 06	NKPA 2-BASIC SERVICE DELIVERY	Upgrading of public spaces R &	reamping of parks	number of parks revamped	2 x Public Spaces (Alex & Olympic swimming pools) upgraded and revamped by the 31st of October 2024	Number	N/A	2 x Public Spaces (Alex & Olympic swimming pools) upgraded and revamped by the 31st of October 2024	N/A	2 x Public Spaces (Alex & Olympic swimming pools) upgraded and revamped by the 31st of October 2024
B	B1	2 - BACK TO BASICS	CS 07	NKPA 2-BASIC SERVICE DELIVERY	Maintenance	Maintenance public spaces	80 % of Community Facilities (Parks & Community Halls) in good state	80 % of Community Facilities (Parks & Community Halls) in good state by the 30th of June 2024	Number	20 % of Community Facilities (Parks & Community Halls) in good state by the 30th of September 2023	30% of Community Facilities (Parks & Community Halls) in good state by the 31st of December 2023	30% of Community Facilities (Parks & Community Halls) in good state by the 31st of March 2024	80 % of Community Facilities (Parks & Community Halls) in good state by the 30th of June 2024

Signatures: Employee:  Date: 20/07/2024  
 Supervisor:  Date: 20/07/2024  
 Municipality: Msunduzi Municipality 2023/2024





INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	MEASURABLE OBJECTIVES	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D D2	4 - BUILDING FINANCIAL SUSTAINABILITY	CS 08		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Expenditure	Operational Expenditure	100% of Operational Expenditure spent for the Community Services BU by the 30th of June 2024  (Operational Expenditure spent vs Original budget)	100% of Operational Expenditure spent for the Community Services BU by the 30th of June 2024	Percentage	5% of Operational Expenditure spent for the Community Services BU by the 30th of September 2023  (Operational Expenditure spent vs Original budget per quarter)	50% of Operational Expenditure spent for the Community Services BU by the 31st of December 2023  (Operational Expenditure spent vs Original budget per quarter)	75% of Operational Expenditure spent for the Community Services BU by the 31st of March 2024  (Operational Expenditure spent vs Original budget per quarter)	100% of Operational Expenditure spent for the Community Services BU by the 30th of June 2024  (Operational Expenditure spent vs Original budget)
D D2	4 - FINANCIAL SUSTAINABILITY	FV 01		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Sectional Budgets	Expenditure of business units/sub units sectional budget	N/A	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2024	% Expenditure of business units/sub units sectional budget (Budget vs Actual)	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of September 2023	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of December 2023	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of March 2024	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2024
D D1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	FV 02		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Increasing institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2024	% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2024	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of September 2023	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of December 2023	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of March 2024	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2024
D D1	1 - BUILDING CAPABLE & DEVELOPMENTAL MUNICIPALITY	FV 03		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Monitoring and Reporting	Implementation of the Financial Recovery Plan	Monthly	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2024	% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2024	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of September 2023	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 31st of December 2023	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 31st of March 2024	100% implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 30th of June 2024
D D2	4 - FINANCIAL SUSTAINABILITY	FV 04		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Implementation of cost containment measures	Reduction of overtime	N/A	20% Reduction of overtime in the Community Services business unit by the 30th of June 2024	% reduction of overtime within your	N/A	N/A	N/A	20% Reduction of overtime in the Community Services business unit by the 30th of June 2024
D D2	4 - FINANCIAL SUSTAINABILITY	FV 05		NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Implementation of cost containment measures	Reduction of use of consultants	N/A	20% Reduction of the use of Consultants in the Community Services business unit by the 30th of June 2024	% reduction of the use of Consultants	N/A	N/A	N/A	20% Reduction of the use of Consultants in the Community Services business unit by the 30th of June 2024

Signature/Employee:  Date: 23/01/2024  
 Signature/Supervisor:  Date: 23/01/2024  
 Deputy Municipal Manager (A)  
 Msunduzi Municipality 2023/2024

MSUNDUZI MUNICIPALITY													
NKPA 3: FINANCIAL VIABILITY & FINANCIAL MANAGEMENT													
D	D1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	FV 06	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Monitoring and Reporting	Implementation of the Revenue Enhancement Strategy	Monthly	100% Implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 30th of June 2024	% Implementation of the Revenue Enhancement Strategy for the Council Approved Revenue Enhancement Strategy for the 30th of June 2024	100% Implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 30th of September 2023	100% Implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 31st of December 2023	100% Implementation of the Revenue Enhancement Strategy as per Council Approved Revenue Enhancement Strategy for the respective units within your control by the 30th of June 2024	
D	D2	4 - FINANCIAL SUSTAINABILITY	FV 07	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Implementation of cost containment measures	Reduction of overtime	N/A	20% Reduction of overtime in the Community Services business unit by the 30th of June 2024	% reduction of overtime	N/A	N/A	N/A	20% Reduction of overtime in the Community Services business unit by the 30th of June 2024
D	D2	4 - FINANCIAL SUSTAINABILITY	FV 08	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Implementation of cost containment measures	Reduction of use of consultants	N/A	20% Reduction of the use of Consultants in the Community Services business unit by the 30th of June 2024	% reduction of the use of Consultants	N/A	N/A	N/A	20% Reduction of the use of Consultants in the Community Services business unit by the 30th of June 2024
D	D2	4 - FINANCIAL SUSTAINABILITY	FV 09	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Monitoring and Reporting	Record Keeping	100% POE files as both hard and soft copies	100% Record keeping of all POE files as both hard and soft copies by the 30th of June 2024	N/A	100% Record keeping of all POE files as both hard and soft copies by the 30th of September 2023	100% Record keeping of all POE files as both hard and soft copies by the 31st of December 2023	100% Record keeping of all POE files as both hard and soft copies by the 30th of June 2024	
D	D2	4 - FINANCIAL SUSTAINABILITY	FV 10	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Monitoring of Audit Outcomes	Audit Outcomes	N/A	Audit outcome as determined by the Auditor General during the statutory audit of the municipal annual financial statements by the 30th of June 2024	N/A	N/A	N/A	Audit outcome as determined by the Auditor General during the statutory audit of the municipal annual financial statements by the 30th of June 2024	
D	D2	4 - FINANCIAL SUSTAINABILITY	FV 11	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Monitoring and Reporting	Municipal Budget status	N/A	Funding status of the Municipal budget as determined by Provincial Treasury by the 30th of June 2024	N/A	N/A	N/A	Funding status of the Municipal budget as determined by Provincial Treasury by the 30th of June 2024	

Signatures: Employee:  Date: 21/08/2023  
 Supervisor:  Date: 21/08/2023  
 Msunduzi Municipality 2023/2024

INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
E	E2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 01	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	ward Audits	Audits conducted in each of the 41 wards	12 x ward audits on Service Delivery Challenges conducted in all 41 wards by the 30th of June 2023	Number	3x ward audits reports on Service Delivery Challenges conducted in all 41 wards by the 30th of September 2023	6x ward audits reports on Service Delivery Challenges conducted in all 41 wards by the 31st of December 2023	9x ward audits reports on Service Delivery Challenges conducted in all 41 wards by the 31st of March 2024	9x ward audits reports on Service Delivery Challenges conducted in all 41 wards by the 30th of June 2024	
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	Monthly Sectional Meetings (Branch, Staff & Manco) as per Municipal Managers Minute dated 24th of June 2024	N/A	Number of Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of September 2023	3 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of September 2023	5 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of December 2023	9 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of March 2024	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2024	
B	B1	2 - BACK TO BASICS	GG 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	MFMA Circular 88 (C88) quarterly submissions - KZN COGTA	N/A	Number of Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 30th of June 2024	1 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 30th September 2023	2 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 31st of December 2023	3 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 31st of March 2024	4 x Quarterly C88 submissions prepared and submitted as per stipulated timeframes to the OPM unit for onwards transmission to KZN COGTA by the 30th of June 2024	
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	Risk Management	N/A	% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2024	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th September 2023	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of December 2023	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of March 2024	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2024	
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	Consequence management - abuse of council vehicles	Monthly	% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2024	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th September 2023	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of December 2023	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 31st of March 2024	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2024	
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning & Monitoring	Implementation of By-laws	N/A	% Development and/or review and implementation of By-laws for the Community Services business unit by the 30th of June 2024	100% Development and/or review and implementation of By-laws for the Community Services business unit by the 30th September 2023	100% Development and/or review and implementation of By-laws for the Community Services business unit by the 31st of December 2023	100% Development and/or review and implementation of By-laws for the Community Services business unit by the 31st of March 2024	100% Development and/or review and implementation of By-laws for the Community Services business unit by the 30th of June 2024	
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	District Development Meetings	Attendance of Meetings	N/A	% Attendance of all DDM meetings as per schedule of meetings by the 30th of June 2024	100% Attendance of all DDM meetings as per schedule of meetings by the 30th September 2023	100% Attendance of all DDM meetings as per schedule of meetings by the 31st of December 2023	100% Attendance of all DDM meetings as per schedule of meetings by the 31st of March 2024	100% Attendance of all DDM meetings as per schedule of meetings by the 30th of June 2024	

Signatures: Employee:  Date: 20/07/2023  
 Supervisor:  Date: 20/07/2023  
 Deputy Municipal Manager 20/07/2023



MSUNDUZI MUNICIPALITY DESIGNATION: DEPUTY MUNICIPAL MANAGER (A) WEIGHT (%): 10%											
E	1 - BUILDING A CAPABLE & DEVELOPMENT AL MUNICIPALITY	GG 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Risk Management Committee	Attendance of Meetings	N/A	100% Attendance of Risk Management Committee meetings as per schedule of meetings by the 30th of June 2024	% of Risk Management Committee meetings attended	100% Attendance of Risk Management Committee meetings as per schedule of meetings by the 30th of September 2023	100% Attendance of Risk Management Committee meetings as per schedule of meetings by the 31st of March 2024	100% Attendance of Risk Management Committee meetings as per schedule of meetings by the 30th of June 2024
E	1 - BUILDING A CAPABLE & DEVELOPMENT AL MUNICIPALITY	GG 09	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Audit Committee	Attendance of Meetings	N/A	100% Attendance of Audit Committee Meetings as per the schedule of meetings by the 30th of June 2024	% of Audit Committee Meetings attended	100% Attendance of Audit Committee Meetings as per the schedule of meetings by the 30th of September 2023	100% Attendance of Audit Committee Meetings as per the schedule of meetings by the 31st of March 2024	100% Attendance of Audit Committee Meetings as per the schedule of meetings by the 30th of June 2024
E	1 - BUILDING A CAPABLE & DEVELOPMENT AL MUNICIPALITY	GG 10	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	TMC/MANCO	Attendance of Meetings	N/A	100% Attendance of all Top MANCO & MANCO Meetings as per the schedule of meetings by the 30th of June 2024	% of all Top MANCO & MANCO Meetings attended	100% Attendance of all Top MANCO & MANCO Meetings as per the schedule of meetings by the 30th of September 2023	100% Attendance of all Top MANCO & MANCO Meetings as per the schedule of meetings by the 31st of March 2024	100% Attendance of all Top MANCO & MANCO Meetings as per the schedule of meetings by the 30th of June 2024
E	1 - BUILDING A CAPABLE & DEVELOPMENT AL MUNICIPALITY	GG 11	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	OSS Meetings	Attendance of Meetings	N/A	100% Attendance of OSS meetings as per the schedule of meetings by the 30th of June 2024	% of OSS meetings attended	100% Attendance of OSS meetings as per the schedule of meetings by the 31st of September 2023	100% Attendance of OSS meetings as per the schedule of meetings by the 31st of March 2024	100% Attendance of OSS meetings as per the schedule of meetings by the 30th of June 2024
E	1 - BUILDING A CAPABLE & DEVELOPMENT AL MUNICIPALITY	GG 12	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Council Portfolio Meetings	Attendance of Meetings	N/A	100% Attendance of Council Portfolio Meetings as per the schedule of meetings by the 30th of June 2024	% of Council Portfolio Meetings attended	100% Attendance of Council Portfolio Meetings as per the schedule of meetings by the 30th of September 2023	100% Attendance of Council Portfolio Meetings as per the schedule of meetings by the 31st of March 2024	100% Attendance of Council Portfolio Meetings as per the schedule of meetings by the 30th of June 2024
E	1 - BUILDING A CAPABLE & DEVELOPMENT AL MUNICIPALITY	GG 13	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning and Submission	MSIP	N/A	100% of the responses on the MSIP template submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of June 2024	% of submissions	100% of the responses on the MSIP template submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of September 2023	100% of the responses on the MSIP template submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 31st of March 2024	100% of the responses on the MSIP template submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of June 2024
E	1 - BUILDING A CAPABLE & DEVELOPMENT AL MUNICIPALITY	GG 14	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning and Submission	\$139 Intervention	N/A	100% submission of information towards the Ministerial Representative's 25 focal areas of intervention (\$139) submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of June 2024	% of submissions	100% submission of information towards the Ministerial Representative's 25 focal areas of intervention (\$139) submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of September 2023	100% submission of information towards the Ministerial Representative's 25 focal areas of intervention (\$139) submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 31st of March 2024	100% submission of information towards the Ministerial Representative's 25 focal areas of intervention (\$139) submitted to the Strategy and City Development unit for onwards transmission to KZN COGTA by the 30th of June 2024
E	1 - BUILDING A CAPABLE & DEVELOPMENT AL MUNICIPALITY	GG 15	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning and Implementation	Strategic Planning Resolution	N/A	100% implementation of activities as per the Strategic Planning Session (2023) by the 30th of June 2024	% implementation	100% implementation of activities as per the Strategic Planning Session (2023) by the 30th of September 2023	100% implementation of activities as per the Strategic Planning Session (2023) by the 31st of March 2024	100% implementation of activities as per the Strategic Planning Session (2023) by the 30th of June 2024
E	1 - BUILDING A CAPABLE & DEVELOPMENT AL MUNICIPALITY	GG 16	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Planning and Implementation	Council Committee Resolutions	N/A	100% implementation of Council Committee Resolutions taken for Community Services by the 30th of June 2024	% implementation	100% implementation of Council Committee Resolutions taken for Community Services by the 30th of September 2023	100% implementation of Council Committee Resolutions taken for Community Services by the 31st of March 2024	100% implementation of Council Committee Resolutions taken for Community Services by the 30th of June 2024

Signature:  Date: 21/06/2024  
 Signature:  Date: 21/06/2024  
 Supervisor: 

MSUNDUZI MUNICIPALITY  
 DESIGNATION: DEPUTY MUNICIPAL MANAGER (A)  
 NAME: MIR WILSON MHLONGO  
 WEIGHT (%): 10%

INDEX	IDP REFERENCE	CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS quo	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
F	F1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	CC 01	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDBIP / Operational Plan 23/24 FY Monthly submissions	Monthly & Quarterly	8 x SDBIP / Operational Plan 23/24 FY monthly reports prepared and submitted to the OPM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2024	Number of SDBIP / Operational Plan 23/24 FY monthly reports prepared and submitted to the OPM unit as per stipulated timeframes for onwards transmission to Council Committees	2 x SDBIP / Operational Plan 23/24 FY monthly reports prepared and submitted to the OPM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th September 2023	4 x SDBIP / Operational Plan 23/24 FY monthly reports prepared and submitted to the OPM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2023	6 x SDBIP / Operational Plan 23/24 FY monthly reports prepared and submitted to the OPM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2024	8 x SDBIP / Operational Plan 23/24 FY monthly reports prepared and submitted to the OPM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2024
C	C2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	CC 02	NKPA 6 - CROSS CUTTING	Increasing institutional capacity	LED initiatives	N/A	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 30th of June 2024	% Implementation of all Business Unit specific LED initiatives (EPWP, CWP)	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 30th September 2023	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 31st of December 2023	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 31st of March 2024	100% Implementation of all Business Unit specific LED initiatives (EPWP, CWP) by the 30th of June 2024

Signatures: Employee:  Date: 20/01/2023  
 Supervisor:  Date: 20/01/2023